

Accounting and Reports Branch (BFA)

Reviews all commitment documents for appropriateness of action. Analyzes and ensures that the codes entered on purchase requests are valid and appropriate to the commitment. Reviews all obligating documents for appropriateness and validity of accounting codes and general ledger postings. Resolves accounting code problems and commitment and obligation discrepancies. Reconciles unliquidated obligations and aged purchase requests. Analyzes for entry into the labor system including correction of kick outs, calculation of month-end reports, and other adjustments required by budget or program offices. Assists management with interpretation and application of accounting information derived from financial reports. Provides technical accounting direction for the Center's automated accounting system. Maintains detailed financial records for Grants pertaining to authorized funding, cash draw downs, funds expended, and projected forecast of costs. Acts as the Financial Management Division liaison with the Acquisition Directorate on contractual financial problems.

Maintains the General Ledger and subsidiary ledgers including the payroll allotment ledger, accounts receivable ledger, accounts payable ledger, cash receipts ledger, cash disbursements ledger, and allotment ledgers. Reconciles cash disbursements and receipts monthly and prepares Treasury Report SF-224. Responsible for all



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internal and external reports. Reviews, analyzes, and ages accounts receivable. Has responsibility for reconciliation of reports to General Ledger accounts. Responds to requests from management for special financial management reports. Explains the content of financial reports to Headquarters. Conducts periodic and systematic reviews of computer input and output to ensure reliability of accounting operations and reports. Prepares and submits to Headquarters the Financial Reports of the Center.

